



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

SACHI A. HAMAI
Chief Executive Officer

October 18, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

17 October 18, 2016

LORI GLASGOW
EXECUTIVE OFFICER

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**APPROVE CHILD CARE SALARY/RETENTION INCENTIVE (AB 212) CONTRACT FROM
THE CALIFORNIA DEPARTMENT OF EDUCATION
(ALL DISTRICTS AFFECTED)
(3-VOTES)**

SUBJECT

Approve the annual contract from the California Department of Education (CDE) to continue implementation of the Investing in Early Educators Stipend Program (Stipend Program). The Stipend Program provides cash stipends to eligible early educators working directly with children in CDE-contracted child care and development programs and other qualifying programs, and who complete at least one three-unit class in child development leading to a degree. The contract amount for Fiscal Year (FY) 2016-17 is \$3,078,883.

JOINT RECOMMENDATION WITH THE CHILD CARE PLANNING COMMITTEE THAT THE BOARD:

1. Approve and instruct the Chair to sign in blue ink three original copies of the attached contract (Attachment A) with the CDE for the Child Care Salary/Retention Incentive program for FY 2016-17. This contract continues funding for the local Stipend Program for FY 2016-17 in the amount of \$3,078,883. The Office of Child Care within the Service Integration Branch of the Chief Executive Office (CEO) administers this contract on behalf of the Child Care Planning Committee (Planning Committee).
2. Adopt the attached Resolution (Attachment B) to authorize the Chief Executive Officer (CEO), or her designee to act as the agent for the County to execute the State and Federal Certifications regarding lobbying, debarment, suspension, and a drug-free workplace, as well as any amendments that may be deemed necessary to implement this contract.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

3. Authorize the CEO or her designee to prepare and execute any and all documents as may be necessary to implement this contract. Approval as to form will be obtained by County Counsel prior to executing any amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Office of Child Care has administered the Child Care Retention/Stipend Incentive program (Attachment C) under this contract with CDE since FY 2001-02. The purpose of this program, known locally as the Stipend Program, is to improve the retention and academic achievement of persons working with children in qualifying child care and development centers and family child care homes.

Implementation of Strategic Plan Goals

The Stipend Program contributes to the County's efforts to achieve Strategic Plan Goal 2: Community Support and Responsiveness and Goal 3: Integrated Services Delivery. The Stipend Program is designed to enhance the quality of child care and development programs by promoting the professional development and educational attainment of teachers and providers working in centers and family child care homes in which most of the children are subsidized by the State. A well-educated and trained workforce contributes to the overall well-being of the child and strengthens families in partnership with community resources inclusive of health, mental health and social services.

FISCAL IMPACT/FINANCING

Approval of this CDE contract will provide a total of \$3,078,883 for the continued operation of the Stipend Program. Funding is included in the CEO FY 2016-17 Adopted Budget. All costs associated with this contract are fully covered by funding from CDE at no County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Assembly Member Dion Aroner introduced Assembly Bill (AB) 212 (Chapter 57), for the purposes of addressing the low salaries and high turnover rates in CDE-contracted child care and development programs. The bill was signed into law in 2000 and funding to implement the legislation was included in the 2000-01 State Budget. Los Angeles County launched the Stipend Program in FY 2001-02.

In 2005, the County of Los Angeles sponsored AB 1285 (Chapter 650), authored by Assembly Member Cindy Montañez. This legislation was successful and granted a waiver to the Los Angeles County Stipend Program to expand the pool of participants beyond persons working in CDE-contracted child care and development centers. As a result of AB 1285, participants include:

- Teachers in non-CDE-contracted centers serving a majority of state subsidized children; and

- Family child care providers who participate in a CDE-contracted Family Child Care Home Education Network or serve a majority of state-subsidized children.

The waiver became effective in January 2006. As a result of the 2010 Budget Trailer Bill, the extension continues throughout the life of the program. The contract before the Board will support the continued operation of the Stipend Program through FY 2016-17.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

During FY 2015-16, 1,540 persons working directly with children in child care and development programs serving low-income families in Los Angeles County completed at least one three-semester unit college course and received a cash stipend. Eighty nine percent of the participants worked in a center-based program, while 11 percent were family child care providers. Stipend payments totaled \$2,774,600 and were paid directly to persons working in the programs.

In addition, the Stipend Program awarded graduation stipends to persons earning a degree in child development as follows:

- 56 participants earned an Associate of Arts (AA) degree;
- 57 participants earned a Bachelor of Arts/Sciences (BA/BS) degree; and
- 24 participants earned a Master of Arts (MA) degree.

Since 2001, the Stipend Program has awarded stipends to:

- 26,413 persons working in child care and development programs in Los Angeles County; and
- 3,681 persons earning an AA, BA/BS or MA degree.

The Stipend Program has generated growing interest in and support for gaining college units leading to a degree in child development throughout the early care and education field. Professionalizing the workforce matched with other program supports is considered by research as an important means for improving the quality of services provided to children and their families.

CONCLUSION

Upon approval by the Board, the following documents will require original signatures in blue ink:

- Attachment A - includes three original copies of the contract, each requiring an original signature by the Chair of the Board of Supervisors, and

The Honorable Board of Supervisors
October 18, 2016
Page 4

- Attachment B – includes three original copies each of the Resolution Form that is to be completed and signed by the Executive Officer of the Board and the Certification (CCA-307) and Federal Certifications (CO.8) for signature by the Chief Executive Officer.

Two completed documents should be returned to:

Chief Executive Office
Service Integration Branch, Office of Child Care
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

The Office of Child Care will forward the signed documents to the CDE, as required.

Respectfully submitted,


SACHI A. HAMAI
Chief Executive Officer


SARAH M. SORIANO
Chair, Child Care Planning Committee

SAH:JJ:FD
HK:MPS:km

Attachments (3)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Budget and Fiscal Services

Attachment A



CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 16 - 17

DATE: July 01, 2016

CONTRACT NUMBER: CRET-6018

PROGRAM TYPE: CC SALARY/RETENTION
INCENTIVE

PROJECT NUMBER: 19-2419-00-6

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: LOS ANGELES COUNTY BOARD OF SUPERVISORS

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the GENERAL TERMS AND CONDITIONS (GTC-610)*; the PROGRAM REQUIREMENTS FOR CHILD CARE SALARY/RETENTION INCENTIVE PROGRAM*; the approved STAFF RETENTION PLAN FOR SUBSIDIZED CENTER BASED PROGRAMS (AB212); the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC-610 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2016 through June 30, 2017. The total amount payable pursuant to this Agreement shall not exceed \$3,078,883.00.

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this Agreement.



APPROVED AS TO FORM:

By [Signature]
Deputy

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at <http://cde.ca.gov/fg/aa/cd/ftc2016.asp>

| STATE OF CALIFORNIA | | CONTRACTOR | |
|---|--|----------------------|--|
| BY (AUTHORIZED SIGNATURE) <u>[Signature]</u> | BY (AUTHORIZED SIGNATURE) <u>[Signature]</u> | | |
| PRINTED NAME OF PERSON SIGNING Sushil Chandra, Manager | PRINTED NAME AND TITLE OF PERSON SIGNING Supervisor Hilda L. Solis, Chair | | |
| TITLE Contracts, Purchasing and Conference Services | ADDRESS 500 W. Temple Street, Los Angeles, CA 90012 | | |
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 3,078,883 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE | Department of General Services use only |
| PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0 | (OPTIONAL USE) See Attached | | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 3,078,883 | ITEM See Attached | CHAPTER | |
| OBJECT OF EXPENDITURE (CODE AND TITLE) 702 | | STATUTE | |
| | | FISCAL YEAR | |
| I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above. | | T.B.A. NO. | B.R. NO. |
| SIGNATURE OF ACCOUNTING OFFICER See Attached | | DATE NOV - 7 2016 | |

78540


CONTRACTOR'S NAME: LOS ANGELES COUNTY BOARD OF SUPERVISORS

CONTRACT NUMBER: CRET-6018

| | | | | |
|---|---|-----------------------|-----------------|--------------------------|
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 1,734,972 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE Federal | | |
| PRIOR AMOUNT ENCUMBERED \$ 0 | (OPTIONAL USE)0656 FC# 93.575 PC# 000326 14990-2419 | | | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 1,734,972 | ITEM 30.10.020 6100-194-0890 | CHAPTER 23 | STATUTE 2016 | FISCAL YEAR 2016-2017 |
| OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5035 Rev-8290 | | | | |

| | | | | |
|---|---|-----------------------|-----------------|--------------------------|
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 327,880 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE General | | |
| PRIOR AMOUNT ENCUMBERED \$ 0 | (OPTIONAL USE)0656 24151-2419 | | | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 327,880 | ITEM 30.10.020.901 6100-194-0001 | CHAPTER 23 | STATUTE 2016 | FISCAL YEAR 2016-2017 |
| OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5035 Rev-8590 | | | | |

| | | | | |
|---|---|-----------------------|-----------------|--------------------------|
| AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 1,016,031 | PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs | FUND TITLE Federal | | |
| PRIOR AMOUNT ENCUMBERED \$ 0 | (OPTIONAL USE)0656 FC# 93.575 PC# 000175 14092-2419 | | | |
| TOTAL AMOUNT ENCUMBERED TO DATE \$ 1,016,031 | ITEM 30.10.020.901 6100-194-0890 | CHAPTER 23 | STATUTE 2016 | FISCAL YEAR 2016-2017 |
| OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5035 Rev-8290 | | | | |

| | | |
|---|---------------------|----------|
| I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above. | T.B.A. NO. | B.R. NO. |
| SIGNATURE OF ACCOUNTING OFFICER  | DATE NOV -7 2016 | |

Attachment B

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction and subsequent amendments with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2016-17.

RESOLUTION

BE IT RESOLVED that the Governing Board of the County of Los Angeles

authorizes entering into local agreement number CRET-6018 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

| <u>NAME</u> | <u>TITLE</u> | <u>SIGNATURE</u> |
|-----------------------|--------------------------------|------------------|
| <u>Sachi A. Hamai</u> | <u>Chief Executive Officer</u> | <u></u> |
| <u></u> | <u></u> | <u></u> |
| <u></u> | <u></u> | <u></u> |

PASSED AND ADOPTED THIS 18th day of October 2016, by the
Governing Board of Supervisors
of Los Angeles County, in the State of California.

I, LORI GLASGOW, Clerk of the Governing Board of
Supervisors, of Los Angeles County, in the
State of California, certify that the foregoing is a full, true and correct copy of a resolution
adopted by the said Board at a regular meeting thereof held at a
regular public place of meeting and the resolution is on file in the office of said Board.

Lori Glasgow
(Clerk's signature)



OCT 18 2016

(Date)

ATTEST: LORI GLASGOW
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS
By Lachelle Smithman, Deputy

CCC-307

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

| | | |
|---|----------------------------------|--------------------------|
| <i>Contractor/Bidder Firm Name (Printed)</i> | | <i>Federal ID Number</i> |
| County of Los Angeles | | 95-60000927 |
| <i>By (Authorized Signature)</i> | | |
| <i>Printed Name and Title of Person Signing</i> | | |
| Sachi A. Hamai, Chief Executive Officer | | |
| <i>Date Executed</i> | <i>Executed in the County of</i> | |
| | Los Angeles | |

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments

under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov,

and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for

preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

CO-8 (REV. 5/07)

FEDERAL CERTIFICATIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, "New restrictions on Lobbying," and 45 CFR Part 76, "Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -JLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12542, Debarment and Suspension, and other responsibilities implemented at 45 CFR Part 76, for prospective participants in primary or a lower tier covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,

to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

222 South Hill Street, 5th Floor

Los Angeles, California 90012

Check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

| | | | |
|---|-----------------------|------------|-----------|
| NAME OF APPLICANT (CONTRACTOR) | County of Los Angeles | CONTRACT # | CRET-6018 |
| PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | | | |
| Sachi A. Hamai, Chief Executive Officer | | | |
| SIGNATURE | | DATE | |

Attachment C

Staff Retention Plan for State Subsidized Center Based Programs (AB 212)

Description:

The staff retention program was developed to assist counties in improving the retention of qualified employees who work directly with children who receive state subsidized child care services.

Return To: Linda M. Parfitt, Consultant
Early Education and Support Division
California Department of Education
AB 212 Staff Retention Plan
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

APPLICANT ORGANIZATION INFORMATION

County **Los Angeles**

Legal Entity for this County's Local Planning Council:
Los Angeles County Board of Supervisors

Agency Contact: **Michele P. Sartell**

Title: **Program Specialist III/Office of Child Care**

Address: **222 South Hill Street, 5th Floor**

City: **Los Angeles** Zip **90012**

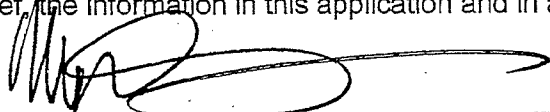
Phone: **213.974.5187**

Fax: **213.217.5106**

CERTIFICATION

The funding requested herein is to supplement, not supplant, existing efforts and investments to retain qualified child care staff at the local level. The funding associated with this request shall be allocated to retain qualified child care employees who work directly with children who receive subsidized care in State- subsidized, center-based programs.

I certify under penalty of perjury that: I am the Local Planning Coordinator or other authorized representative for this County; I have read the full content of the Guidelines for this funding; and to the best of my knowledge and belief, the information in this application and in any attachments hereto are true and correct.



11 April 2016

Signature, LPC Coordinator (or authorized representative)

Date

Michele P. Sartell, Interim Child Care Planning Coordinator/Program Specialist III

Typed Name and Title

CDD USE ONLY

Application meets AB 212 Guideline Requirements

YES

NO

Section I – Introduction

The Los Angeles County Office of Child Care, located within the Service Integration Branch of the Chief Executive Office, will administer the AB 212 Early Education Staff Retention program, entitled in our County the Investing in Early Educators – Stipend Program (Stipend Program). The Stipend Program is designed to increase the retention and academic preparedness of teachers working in child development programs – centers and family child care homes – in which most of the children are subsidized by the California Department of Education/Early Education and Support Division (CDE/EESD). Stipends are made available to teachers completing college coursework that informs their work with children and families, and/or contributes toward a degree in child development or a closely related field.

Approved by the Governor on October 7, 2005, AB 1285 (Chapter 650) allows Los Angeles County to expand the population eligible to participate in the CDE/EESD-contracted Early Education Staff Retention program to include providers participating in Family Child Care Home Education Networks (FCCHENs), and family child care providers and teaching staff from programs that serve a majority of children subsidized through CDE/EESD-contracted Alternative Payment (AP) Program agencies. The plan for Los Angeles County reflects the provisions of this chaptered legislation.

The components of the Stipend Program are as follows:

Stipends for educational attainment will be provided as incentives to early childhood educators at various professional levels including: teachers in CDE/EESD-contracted programs, providers participating in FCCHENs, teachers working in programs that are serving a majority of children subsidized through the CDE/EESD-contracted AP Program agencies, and family child care providers serving a majority of CDE/EESD subsidized children. Graduation stipends will be given to eligible applicants who have completed coursework for an associate (AA), bachelor (BA) or master (MA) degree within the application cycle. Center staff and family child care providers who have not yet obtained a permit may participate for three cycles (beginning in 2013-14) without the permit in order to take the classes needed to make them eligible to apply for a permit.

~~For 2015-16, the Stipend Program will continue to leverage Race to the Top Early Learning Challenge (RTT-ELC) funding to expand eligibility to staff of child development centers and family child care providers participating in the quality rating and improvement system, yet not eligible for the CDE-funded stipend program.~~

~~The Stipend Program will continue to award graduation stipends to eligible applicants, recognizing that changes to standards for the early care and education field continue to emerge, such as the standards for higher ratings under the quality rating and improvement systems (e.g. RTT-ELC and QRIS Block Grant).~~

Information and Technical Assistance in the form of *Career Options in Child Development* information packets will be made available to Stipend Program applicants, Professional Growth Advisors, college instructors, child development program managers, and staff of programs participating in the Quality Rating and Improvement Systems (QRIS) operating in Los Angeles County. In addition to offering hard copies, individuals and groups will be directed to the Office of Child Care website at www.childcare.lacounty.gov where the packet is available for download. Academic counseling will be available on a limited basis for applicants through the Office of Child Care. Entry level teachers and providers will be encouraged to obtain their permits.

Data Collection will involve the information supplied by the applicants in their applications and verification forms. Staff will conduct limited analysis of this data for informational purposes. The Office of Child Care is working to conform to new CDE registration requirements by using our current database given our large population of 2,000 plus applicants.

Communication and Collaboration with Los Angeles community colleges, First 5 LA, RTT-ELC, QRIS initiatives, and other efforts impacting the workforce initiatives will continue. Lessons learned from our experience with the Stipend Program will inform these efforts. ~~Beginning in 2011, the Office of Child Care has been participating in a locally-funded workforce consortium administered by Los Angeles Universal Preschool (LAUP), which is comprised of representatives from community and four-year colleges, the Los Angeles County Office of Education (LACOE), and the Child Care Resource and Referral (R&R) Agencies. Each is coordinating a different type of professional development activity that will be promoted through the Stipend Program. The workforce consortium is due to sunset by June 30, 2016.~~

Section II – Current Needs and Resources

Many efforts undertaken in the last few years have provided a sharper focus on the current needs, limitations and resources that impact the enhancement, retention and growth of the early care and education workforce in Los Angeles County. In addition to the Investing in Early Educators – Stipend Program (Stipend Program), there are two other workforce initiatives: 1) the LAUP ASPIRE program, which is funded by First 5 California and the Los Angeles County First 5 Commission through Cares+; and 2) a broad workforce collaboration that includes seven distinct projects targeting improvements in the early care and education workforce through direct intervention, local colleges and universities, or by stipend supports, with stipends or by other means. The Office of Child Care will be exploring the impact of these efforts and potential gaps as LAUP's focus and scope of work changes when their funding from First 5 LA ends and funding for RTT-ELC sunsets at the close of fiscal year 2016. Among recent impacts is the sunset of LAUP's ASPIRE program and the pending sunset of the workforce consortium. As a result of the close of ASPIRE, there is confusion amongst staff working in early care and education programs regarding eligibility for the Investing in Early Educators – Stipend Program, particularly among early educators serving children in Head Start programs. The Office of Child Care is exploring the impact that the sunset of ASPIRE means to the field working in programs that do not serve children subsidized by the State. Anecdotally, the stipend seems to serve as an incentive among some early educators – particularly older staff – who may be more hesitant to continue their education, particularly when balancing full-time jobs and caring for their families. Additionally, we have found this same population of early educators to be more inclined to attend classes on college campuses rather than taking advantage of online coursework, which would seem easier than driving to campus, parking and then making it to class on time. A more positive assessment of the program participants and the challenges they encounter while pursuing their education might be appropriate.

A significant number of our applicants depend on the stipends as a means to pursue their degrees in early care and education. Each cycle represents between 150 and 200 participants who have achieved an AA, BA or MA degree. Given current and emerging initiatives to raise the qualifications of the early care and education workforce as described in the previous section, the 2016-17 plan continues to award these degree stipends.

The number of applicants to the Stipend Program has stabilized, showing evidence of a stronger applicant pool and greater familiarity with the program requirements. Another positive change has been incentivizing the acquisition of the child development permit, thus eliminating a barrier to potential applicants working in programs that do not require it. In Cycle 18, participation in the Stipend Program will be open to those who do not already hold a permit to apply, allowing them the time to complete required coursework to earn the permit. All participants who have previously earned a permit must retain a valid and current permit during their participation in Cycle 18.

The majority of Stipend Program recipients are matriculating at community colleges in Los Angeles County. Many of our participants are continuing education students, some of whom require remediation, and therefore do not represent the renewed focus of the community college system. Community colleges have shifted their attention to new high school graduates with firm plans to transfer to a four year school and able to maintain full or official part-time status. As such, there is a preference for registering ongoing students who are successfully carrying at least a part-time course load, therefore impacting the continuing education goals of a segment of the early care and education workforce.

Section III – Priorities

First Priority: Teaching staff in CDE/EESD-contracted centers holding a valid Child Development Permit or working toward meeting permit requirements, working at least 15 hours per week directly with children, and who complete a minimum of three semester units of college coursework will earn stipends.

Second Priority: Family child care providers participating in FCCHENs contracted by the CDE/EESD, holding a permit during the stipend cycle or working toward meeting the permit requirements, and who complete a minimum of three semester units of college coursework will earn stipends. FCCHEN status will be verified by the FCCHEN Coordinator.

Third Priority: Licensed family child care providers and their assistants and teaching staff in programs serving a majority of children subsidized through a CDE/EESD-contracted AP Program agency at the time of application, who are working a minimum of 15 hours per week directly with children, who complete a minimum of three semester units of college coursework, and who hold a permit during the stipend cycle or are working toward meeting permit requirements. To verify eligibility, each participant must attach a copy of the payment invoice or summary, or contracts provided by the AP Program agency that reimburses the provider or center for the care of subsidized children. These invoices or contracts must list the children currently enrolled and subsidized by the CDE/EESD. The director or provider also must submit the current enrollment number so that the Stipend Program staff may calculate the percentage of subsidized children served at the time of application.

Fourth Priority: Stipend Program participants graduating with an AA, BA or MA degree within the stipend cycle will receive a graduation stipend if the degree is in child development or a closely related field.

Stipend amounts will range from \$750 to \$2,000 depending on the number of units completed. Actual stipend awards may be adjusted depending on the availability of funds and the number of applicants. Assistance will be provided to teaching staff and family child care providers who have not obtained a permit and who may need extra help in connecting with a community college and selecting the appropriate classes.

~~In addition, pending approval and as funding from RTT-ELC allows, staff working in centers and family child care homes not eligible for the AB 212 stipend program yet their program is participating in the quality rating and improvement system (e.g. RTT-ELC administered by the Office of Child Care) will be eligible to participate in Los Angeles County's Investing in Early Educators—Stipend Program as long as they meet the other eligibility and education requirements.~~

Section IV – Measurable Outcomes

1. At least 1,080 stipends will be paid to child development staff working in CDE/EESD-contracted programs, providers participating in FCCHENS, and to staff and family child care providers working in programs serving a majority of children subsidized through a CDE/EESD-contracted AP Program agency. The child development personnel will have earned at least three units of college credit to advance their educational goals.

~~In addition and as funding allows, stipends will be awarded to 35-50 staff members working in centers and family child care homes participating in the Office of Child Care's RTT-ELC program with RTT-ELC funds.~~

2. Approximately 100 graduation stipends will be given to those earning AA, BA or MA degrees in child development or a closely related field.
3. ~~More than 850~~ *Career Options in Child Development* are available for download on the Office of Child Care website at www.childcare.lacounty.gov. *In addition, hard copies of the packets are available by request to individuals and groups (i.e. college instructors) for distribution to their students; copies of the packets also are available to applicants who personally deliver their application and verification materials to the Office of Child Care.*
4. Collaboration with other entities – LAUP, First 5 LA, community colleges, *QRIS initiatives* and more – will result in more comprehensive workforce development planning for Los Angeles County.

Section V – Fiscal Plan**Part 1: Agency Information****Part 1: Agency Information**Name of Legal Entity: Los Angeles Board of SupervisorsCounty of Service: Los AngelesFunding Allocation: **\$3,078,883.00****Part 2: Budget Information****Planned Expenditures:**Cost of Planning: **\$0.00**Administrative Cost: **\$461,832.45**Retention Activities: **\$2,617,050.55****Instructions for this section****Part 1:**

Legal Entity/Agency: Enter the name of the agency that is the legal entity for Local Planning contract.

County of Service: Enter the name of the county in which services are being provided.

Funding Allocation: Enter the amount for county being served as shown on attached funding allocation chart.

Part 2:

Cost of Planning: Enter the amount to be used for planning purposes. The amount shall not exceed 1% of total county funding allocation.

Administrative Cost: Enter the amount needed to cover non-retention activities expenses. This amount, together with any amount shown in "Cost of Planning," shall not exceed 15% of total county funding allocation.

Retention Activities: Enter the amount to be expended on retention activities.

NOTE: If rounding, please drop at decimal; DO NOT ROUND UP. The Cost of Planning, Administrative Cost and Retention Activity amounts should equal the Funding Allocation amount.

| Section VI | Instructions |
|---|---|
| <p>Before completing this application, please review the information provided in the AB 212 Guidelines. The information provided should describe the County's plan for a staff retention program for qualified employees who work directly with children in state subsidized, center-based programs.</p> <p>You may provide responses on these forms or on separate pages, but please submit no more than a total of 4 single sided, 8 ½ by 11" pages. The top, bottom, left, and right margins of the page must be at least one-half inch. Use a 12-point font that does not exceed six lines per inch. Do not use a compressed, narrow, or script font.</p> <p>If submitting response on separate page, please include the following information in the upper right hand corner of each page: County, and page number. In the title of each section of the response, identify the section by number and title, and underline it (e.g., I. <u>Introduction</u>, etc.).</p> | |
| Section | Information Requested |
| I. Introduction | In this section develop a brief and succinct description of the program you will provide through this contract in accordance with the guidelines included in this package. |
| II. Current Needs and Resources | Describe the current data about needs and resources obtained relative to this initiative, including but not limited to any data about staff turnover and retention rates, AND explain how awarded funds will be allocated in accordance with those data. The data provided must support the identified priorities in your plan. |
| III. Priorities | Identify and prioritize the types or categories of child care employees who will qualify for participation in this staff retention plan. The identified priorities must be supported by the data provided in Section II. Provide a brief explanation of how the plan addresses the identified needs. |
| IV. Measurable Outcomes | Describe measurable outcomes and how they will be used to assess and document the effectiveness of this funding award in retaining qualified child care employees. |
| V. Fiscal Plan | Complete per instructions provided with this section. |